



Requirements to obtain a Mexico Charter Blanket Permit FOR CARGO, AIR AMBULANCE OR PASSENGER

Original (Hard Copy) Mexican Insurance Policy

Please request fleet policy listing all of your aircraft whenever possible.

In order to be accepted by the Mexican Civil Aviation Authority (“DGAC”), your Mexican Insurance Policy must meet the following criteria: (include “paid” receipt or ensure “paid” is stamped on policy).

- Must be a complete Original Policy: DGAC will not accept copies.
- The company name to appear on the permit must be the “Name Insured” or “Additional Name Insured”.
- Must be issued with current minimum wage salary according to DGAC rules.
- Must be for commercial/charter operations, not private.

Domestic (Worldwide) Certificate of Insurance - Photocopies are acceptable.

Please request fleet policy listing all of your aircraft whenever possible. Must show territory covered as “Worldwide,” or list “Mexican Territory” specifically.

- The company name to appear on the permit must be the “Name Insured” or “Additional Name Insured”.
- Must have an expiration date. “Until Cancelled” is not accepted.
- Must show all aircraft and ac registration numbers and serial numbers of each.

Certificate of Registration

For each aircraft that will be on the permit. Temporary certificates are not be accepted by DGAC. Photocopies are acceptable.

Airworthiness Certificate

For each aircraft that will be on the permit. Photocopies are acceptable.

Noise Level Certificates

Information (must state aircraft type and serial number). Only aircraft that are Stage 3 compliant or above may be listed on the blanket permit. If you do not have a noise certificate of this type, the following pages from the aircraft flight manual are acceptable: Title Page listing the aircraft type and serial number, complete list of effective pages (LOP), and the noise certification page(s). *SAMPLE available upon request.*



Articles of Incorporation

Under the company name that will appear on the permit. Must be a state certified copy with original Apostille. The Articles must mention the owner, incorporator, or major stockholder with full address.

Air Carrier Certificate

Must show the company name that will appear on the permit.

Operations Specifications Manual (Original Notarized copy).

Complete updated copy. Must show the company name that will appear on the permit. Section D085 must list all aircraft for which the permit is required. Notary needs to stamp page one of the ops specs. DGAC REQUIRES OPS SPECS ON DIGITAL FORMAT (CD).

OST Form 4507

From the Department of Transportation. Must list all aircraft for which the permit is required. For any aircraft which has more than 15 passenger seats, a second permit must be obtained.

PIA MANUAL (Mexican Aeronautical Information Publication Manual).

If your company has not already purchased this manual, we can do so on your behalf. The cost of the manual is approximately \$280.00 USCY (price changes yearly). Upon request. This is a requirement for all blanket permit holders.



The following letters must be on your company letterhead:

These letters have been preformatted for your use. Just copy and paste onto your letterhead. All letters must be submitted in Spanish format and have been translated for your information purposes only. (Letterhead must be the same as the name that will appear on the permit).

Notarized Letter with Apostille (preformatted letter below) with original Apostille.

Letter in Spanish to Lic. Alexandro Argudín Le Roy (General Director of DGAC) signed by an owner, stating that _____ is your representative for obtaining a Mexican Blanket Landing Permit. This letter must be notarized with an Apostille. Please find Sample attached.

ELT Letter (preformatted letter on the next page).

Letter in Spanish explaining that you are in compliance to FAA rules. This letter must be signed by the person stated in section A006 of the Operations Specifications Manual.

DGAC rules after permit has been obtained:

The blanket permit is issued with obligations which must be met each year. DGAC calls this "Verification". For Verification of the permit the permit holder must submit current insurance, (Mexican insurance must be the original) statistical reporting must be current, and PIA manual must be current.

Manny will procure and maintain the permit in good legal standing on your behalf once obtained and ensure all verifications are done in a timely manner as well as keep up with any changing rules and regulations.

The permit holder should submit verification of permit 2 months prior to date of issue, each year. Manny will contact the permit holder a month prior to anniversary date to provide permit holder enough time to gather all documentation. Permit holder is responsible for proper maintenance of blanket permit and if/when permit is no longer required, DGAC will cancel only if/when the permit is current.

Permit is valid whether it is used or not.



Statistical reporting

After the permit is issued, the permit holder is required to submit Statistical Reports at the end of each month showing any charter operations to and from Mexico or to advise DGAC no trips were made.

These reports will be submitted via email. For a copy of the forms please email request to ops@mannyaviation.com in order provide the necessary information for submitting these reports directly with DGAC if needed.

NOTE

Once a blanket permit has been obtained it must be kept up to date.

Manny must be notified immediately if/when the permit is no longer required in order to cancel the permit in a timely manner and avoid any fines, late fees, and/or surcharges. In order to cancel a permit that is out dated it must be brought up to date and all fees must be paid at DGAC or the permit will not be cancelled. If you do not wish to continue using as your service provider we must be notified as well.

Keep in mind that there is a 7 year waiting period from the time a permit is cancelled before obtaining a new permit.

Preformatted letters below

Copy and paste onto your letterhead only with the required information. Do not include translated sections.

THE FOLLOWING PAGES CONTAIN EXAMPLES OF THE REQUIRED LETTERS



SAMPLE 1: NOTARIZED LETTER / APOSTILLE (please find it attached to this email).

Must be executed before a Public Notary.

(SPANISH VERSION ON THE NEXT PAGE)

POWER OF ATTORNEY

MINISTRY OF COMMUNICATIONS AND TRANSPORT

GENERAL DIRECTION OF CIVIL AVIATION

We hereby designate, constitute, and appoint both jointly or separately, Mr. **MANUEL ALFREDO ROMERO-VARGAS CASTRILLÓN, PABLO HERBERT TORRES HEZEL, ALEJANDRO NEDA LANDAZURI** and **EDITH REAL ORTIZ**, the true and lawful attorneys-in-fact for the purpose of representing **company name** before the Mexican Civil Aviation Authority (Dirección General de Aeronáutica Civil), to the extent such representation may be necessary, in order to secure on behalf of said company the necessary permits and/or authorizations to perform Private, Private Demo, Commercial, Scheduled or Non-Scheduled, Experimental flights to and from Mexico for the aircraft on our fleet, to be appointed.

Such representation is to include but not be limited to the execution of all necessary actions and filling appropriate documentation required to obtain on behalf of **company name** the abovementioned permit.

Name:

Position:

Company Name:

Witness

Name:

Witness

Name:



CARTA PODER

SECRETARIA DE COMUNICACIONES Y TRANSPORTES

DIRECCION GENERAL DE AERONAUTICA CIVIL

Por medio de la presente, se otorga poder amplio y cumplido a los señores **MANUEL ALFREDO ROMERO-VARGAS CASTRILLÓN, PABLO HERBERT TORRES HEZEL, ALEJANDRO NEDA LANDÁZURI y EDITH REAL ORTIZ**, para que conjunta o separadamente actúen y representen a **-company name-** ante la Dirección General de Aeronáutica Civil, a fin de que en nombre y representación de dicha empresa solicite y obtenga los permisos y autorizaciones que sean necesarios, para efectuar vuelos Privados No Comerciales, Vuelos Privados de Demostración, Vuelos Experimentales No Comerciales y/o Comerciales con/sin itinerario o Taxi Aéreo hacia y fuera de la República Mexicana para cualquiera de las aeronaves de nuestra flotilla.

Dicha representación no se limita para llevar a cabo los trámites necesarios, como la presentación de la documentación que corresponda para la obtención de dichos permisos y autorizaciones a nombre de **-company name-**.

NOMBRE:

CARGO:

NOMBRE DE LA EMPRESA:

Testigo:

Nombre:

Testigo:

Nombre:



SAMPLE2: ELT LETTER

(DATE)

DIRECCIÓN GENERAL DE AERONAUTICA CIVIL
DIRECCIÓN GENERAL ADJUNTA DE AVIACIÓN

AT´N: Lic. Alejandro Argudín Le Roy
Dirección General
Boulevard Adolfo López Mateos 1990,
Col. Los Alpes Tlacopac,
Delegación Alvaro Obregón
C.P. 01010
México, D.F.

Por medio del presente, les informamos que para dar cumplimiento a los requisitos de la Norma Oficial Mexicana NOM -008-SCT3-2002 las aeronaves autorizadas en nuestras Especificaciones de Operación y de acuerdo a nuestra solicitud para permiso por tiempo indefinido son las siguientes:

(List AC Registration Numbers and Aircraft type for all aircraft that will be on the permit).

Todas ellas cuentan con el Equipo Radio-Transmisor de Emergencia (ELT) instalado a bordo, mismo que es verificado en cada mantenimiento que se realiza a cada una de estas aeronaves.

Sin más por el momento, agradezco de antemano su atención.

Atentamente,

NAME

TITLE

Must be signed by Director of Operations or Director of Maintenance or designated person stated in section A006 of Operations Specifications Manual.

MANNY AVIATION SERVICES

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MEXICO CHARTER BLANKET PERMIT CHECK LIST

Include this check list with your package

Three different types of permits are available for aircraft with 15 passenger seats or less: Passenger, Cargo and Air Ambulance.

Three different types of permits are available for aircraft with over 15 passenger seats circle the one you need:

Passenger Fletamento, Cargo Fletamento, and Air Ambulance Fletamento

Do you need Manny to purchase a AIP Manual for you? Yes ___ No ___

Please list tail numbers of aircraft that will be on the permit:

Please check the following requirements before sending in your request:

Original Mexican Insurance payment receipt	
Worldwide Insurance	
Certificate(s) of Registration	
Airworthiness Certificate(s)	
Stage 3 Noise Certificates / Information	
Air Carrier Certificate - Notarized	
Operations Specifications Manual – All Pages Notarized	
OST Form 4507 - Notarized	
Notarized Letter / Apostille	
Articles of Incorporation / Apostille	TRANSLATED BY A TRANSLATOR EXPERTIE QUALIFIED IN MEXICO.
Request for Mexican AIP Manual	
ELT Letter	